

Shaikh Rabbil

Account Assistant/ Back Office

Mumbai, 400024, India

8828166936 - shaikhrabbil1800@gmail.com

Date of birth

02/09/2002

Skills

MSCIT

Tally Prime

MS Excel

Data Entry

Languages

English

Urdu

Hindi

Professional Summary

Accountant and Back Office professional with a strong background in financial management. Excited about contributing to a dynamic organization's mission of providing excellent financial management within its accounting and back-office operations. Adept at managing financial data and ensuring accuracy within accounting systems. Passionate about supporting the organization's goals through diligent attention to detail and effective financial management. I am confident I possess the right soft and hard skills - communication and accounting, billing, advanced Excel, respectively - to help you grow your business and get your company to stand out from the competition.

Employment History

Account Assistant, Kusum Consultancy, Mumbai

10/2023 - Present

- Assisted in **Data Entry** and financial record **Book keeping**.
- Handled **Income Tax Returns** and **GST Billings Or Returns**
- Utilized **Advanced Excel** for various accounting tasks.
- Managed TDS and **Tally Prime** operations.

Education

SSC, Anjuman-E-Islam Kurla boys high school, Mumbai

03/2018

50%

HSC, Aryan Junior College, Mumbai

02/2020

43%

B. Com, Graduate, Mumbai University, Mumbai

03/2024

Pass